

# Allocations Committee



Stephen O'Dell, Chair

Wednesday, April 2, 2008  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> Floor, Joshua Room

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## Meeting Minutes

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### Attendance

Committee Members    *AT: Attended    AB: Absent    EX: Excused    ALT: Alternate Present*

AT	Bradley Allen	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Larry Stähli	AT	Maclovía Morales
EX	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>	AT	Randall Furrow	AT	Stephen O'Dell
AT	Cheri Tomlinson						

### Guests

Eric Moore	Cheri Thomlinson	Manjeera Adusumalli
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### Administrative Agent Staff

Kevin McNeal	Otis Evans	Rose Connor	Jen Hawkins
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Support Staff: John Sapero

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### Welcome, introductions and declarations of any conflicts-of-interest

Stephen O'Dell called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Stephen O'Dell determined that quorum was established with five of eight members present at 4:10 pm.

## MEETING MINUTES *continued*

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### Review of minutes and action items

The committee silently reviewed the minutes from the previous meeting. No corrections were voiced.

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### Committee Chair update

Stephen reviewed the action items that were assigned and provided a short overview of the previous meeting.

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### Administrative Agent update

Kevin McNeal provided a utilization report and discussed:

- Otis Evans was introduced as the new Admin Assistant for the Administrative Agent's office.
- There will be \$80,000 remaining from the grant.
- Direct Dental Program has proven to be an outstanding success in meeting client needs
- Spending is currently 77% core/23% supportive

Bradley Allen asked if the AA's office was tracking clients that transition from the Direct Dental Program to the Delta Dental program. Kevin McNeal discussed that this information is being tracked.

Kevin discussed that the AAs office is working with providers to determine the most effective use of Oral Health Services funds. For example, clients who have housing challenges may be better served in the Direct Dental Program rather than the Delta Dental Program.

*The documents described above are available from Planning Council Support.*

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### Reallocations

Based on the AAs report given during his update, the committee determined there were no reallocations that need to be made at this time.

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### Planning for GY 2009 priority setting/resource allocation - data needs and guiding principles

Stephen O'Dell discussed that over the past few months the committee had been drafting guiding principles to help the Council make funding determinations during the PSRA decision-making process. These principles would help alleviate developing policy on-the-fly during PSRA, and would help guide how services were funding if the EMA experienced a drastic funding cut. The guiding principles were developed in conjunction with HRSA's guiding principles. There are also guiding principles specific to the Phoenix EMA, and a vision statement.

The committee reviewed the draft documents. Debby Elliott discussed that she favored reference to HRSA's guiding principles, but maintaining unique principles that are specific to the Phoenix EMA is important.

## MEETING MINUTES *continued*

Stephen referred the committee to the draft document developed by himself, Cheri Thomlinson, Eric Moore, Debby Elliott, and Bradley Allen. He also discussed that sample guidelines from San Francisco, Portland, and Dallas were provided in the meeting packet. Debby Elliott also revised the Eliminating Barriers to Care document developed by the Planning Council at the GY 2008 PSRA.

Cheri discussed that Portland discusses balancing ongoing and emerging needs. She felt this was an important issue to address. Debby Elliott agreed that there has to be recognition of serving people already in care and addressing unmet (out-of-care) need in the community.

The committee reviewed the draft and discussed suggestions to incorporate into the document. At the conclusion of the session, Eric Moore volunteered to incorporate the suggestions into a revised draft and forward this new version to the committee members for review.

Stephen O'Dell discussed that the Executive Committee had agreed to provide two hours at the Council retreat to review the guiding principles with the full Council membership prior to the priority setting/resource allocation determination sessions. The committee discussed ways to possible ways to present the guidelines.

*The guiding principles documents described above are available from Planning Council Support.*

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### **Policies and Procedures review**

Bradley Allen discussed that he had been tasked with developing recommendations for revisions to the Allocations Committee Policies and Procedures document. Bradley reviewed his suggestions, and the committee incorporated other changes in the document.

**MOTION:** Larry Stähli motioned to extend the meeting by 15 minutes to conclude business. Debby Elliott seconded.

**Discussion:** None.

**Outcome:** The motion passed.

The committee continued revising the document.

**MOTION:** Larry Stähli motioned to accept the revisions made to the Policies and Procedures document, and forward the document to the Rules committee for review. Bradley Allen seconded.

**Discussion:** None.

**Outcome:** The motion passed.

## MEETING MINUTES *continued*

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### Determination of agenda items for the next meeting

In addition to recurring agenda items, the following agenda items were added:

#### Agenda Items

Cautionary planning/guiding principles development

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End of Year utilization review

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Barriers to Care document

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PSRA Planning

#### Action Items to be completed by the next meeting:

Task	Assigned To
Review guiding principles and develop suggested revisions	Eric Moore
Send Compiled revisions to all committee members	John Sapero
Provide EOY service utilization report	Kevin McNeal

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### Current Event Summaries

Larry Stähli discussed that the Health Care Strategies committee will be holding a continuum of care summit on Tuesday, April 22, 2008.

Cheri Tomlinson discussed that there is a new provider at the McDowell Clinic.

Stephen O'Dell discussed that Dining Out for Life will take place on Friday, April 4, 2008.

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### Call to Public

No calls were voiced.

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### Adjourn

The meeting adjourned at 6:10 pm.